



COMMUNITY SERVICES COMMISSION

Barbara Cardillo, Chair

Toni Blackstock

Nancy Marcus

Nikhita Iyar

Susan Gomez, Vice Chair

Matt Guettler

Michelle Thiebaud

Alexander McNulty

TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION

THURSDAY, SEPTEMBER 3, 2009

5:00 P.M.

**208 East Main Street, Room 208
Neighborhood Center (Upstairs)
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 110 E. Main Street and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Neighborhood Center at front desk.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

COMMUNITY SERVICES COMMISSION
SEPTEMBER 3, 2009 AGENDA

1. **ROLL CALL**
2. **MINUTES**
 - 2.1 Approval of May 7, 2009 Minutes (Attachment 1)
3. **COMMUNICATIONS**
(Three minute time limit per speaker for subjects not on agenda.)
 - 3.1 Verbal
 - 3.2 Written
4. **STAFF REPORTS:**
 - 4.1 2009 Council/Commission Retreat Issue Matrix (Attachment 2)
 - 4.2 Proposed revisions to Town Commissions; Information Only. (Attachment 3)
 - 4.3 Approve Below Market Price Housing Program Guidelines and Ordinance Revisions and provide policy recommendations to Town Council.
5. **COMMITTEE REPORTS: Informational Reports**
 - 5.1 Steering Committee- No report (Cardillo)
 - 5.2 Grant Evaluation (Gomez)
 - 5.3 Disaster Preparedness/CERT Activities (Cardillo)
6. **LIAISON REPORTS: Informational Reports**
 - 6.1 General Plan Committee (Cardillo)
 - 6.2 County Housing and Community Development (Guettler)
 - 6.3 Town Youth Commission (Hadar)
 - 6.4 Drug Free Community (Blackstock)
 - 6.5 Senior Services Consortium/COA (Marcus)
7. **ADJOURNMENT**

ATTACHMENTS:

1. May 7, 2009 Minutes
2. 2009 Council/Commission Retreat Issue Matrix
3. Proposed revisions to Town Commissions

ATTENDANCE: Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.



COMMUNITY SERVICES COMMISSION

Barbara Cardillo, Chair
Toni Blackstock
Nancy Marcus
Adam Hadar

Susan Gomez, Vice Chair
Matt Guettler
Michelle Thiebaud
Stanford Stickney

**TOWN OF LOS GATOS
COMMUNITY SERVICES COMMISSION
PUBLIC HEARING**

**MAY 7, 2009
5:00 P.M.**

**Neighborhood Center
208 East Main Street
Los Gatos, California**

MINUTES

1. ROLL CALL/INTRODUCTIONS

Members Present: Chair Cardillo, Vice Chair Gomez, Commissioners Blackstock, Guettler, and Marcus

Members Absent: Commissioners Thiebaud, Hadar, and Stickney

Also Present: Regina Falkner, Community Services Director

2. MINUTES APPROVAL OF MARCH 12, 2009 MINUTES

It was M/S/C (Blackstock/Marcus) that the minutes be approved as submitted.

3. COMMUNICATIONS

(Three minute time limit per speaker for subjects not on agenda.)

3.1 Verbal

Commissioner Blackstock raised concerns about the current petition drive regarding the library project.

3.2 Written
None

4. STAFF REPORTS

4.1 Town Manager Budget Presentation FY 2009/10

Town Manager, Greg Larson, provided an overview of the Town's FY 09/10 budget and the budget forecast.

5. COMMITTEE REPORTS: Informational Reports

5.1 Steering Committee Council/Commission Retreat (Cardillo) - Tabled

5.2 Grant Evaluation (Gomez)

Council approved funding for non-public grants at the 4% cut level with allocations recommended by the Commission. The cut resulted from federal cuts to the CDBG program.

5.3 Disaster Preparedness/CERT Activities (Cardillo) - Tabled

6. LIAISON REPORTS: Informational Reports

6.1 General Plan Committee (Cardillo) - Tabled

6.2 County Housing and Community Development (Guettler)

Commissioner Guettler reported on the Committee's recent meeting regarding proposed changes to the consolidated plan to incorporate additional federal stimulus plans.

6.3 Town Youth Commission (Hadar) - Tabled

6.4 Drug Free Community (Blackstock) - Tabled

6.5 Senior Services Consortium/COA (Marcus) - Tabled

7. ADJOURNMENT

Meeting adjourned at 6:10 p.m. to June 4, 2009.

2009 Council / Commission Retreat

COMMUNITY SERVICES COMMISSION

Highlights of Discussion Areas	Action/Issue	Assigned To	Due Date and Status
Care of vulnerable populations during and after a disaster	Provide input and feedback to PD staff, as requested, regarding CERT program for identifying and caring for homebound residents. Ultimately, it is the goal of the CERT program to cover the entire Town.	Community Services Commission, Senior Coordinator and Community Services Director	Police Department staff will include targeted outreach and education to vulnerable populations as part of the 2009 Los Gatos Prepared campaign.
Community Services on Town website	Assess the Town's website for ease of navigation.	Community Services Commission, Community Service Director, and Assistant to Town Manager	Ongoing.
Sustainability Committee	Develop agendas aimed at informing committee members of current and planned activities and obtaining feedback on these efforts.	Community Services Commission and Community Services Director	Anticipate that Sustainability Committee will continue through September 2009.



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Members of the Arts Commission, Art Selection Panel, Community Services Commission, Parks Commission, and Transportation and Parking Commission

From: Greg Larson, Town Manager *Greg Larson*

Subject: Proposed Revisions to Town Commissions

Date: August 31, 2009

BACKGROUND:

Due to the ongoing fiscal challenges faced by Los Gatos, along with most other municipalities in California, in the past several years the Town has faced reductions in staff and other administrative resources. Because of these reductions, the organization needs to manage the workload of the remaining staff. At the same time, the Town Council has expressed a desire to strengthen the position of its advisory bodies to focus on policy, rather being involved in day-to-day service provision. These two factors spurred the Council to direct staff to make a series of revisions to the enabling resolutions of the following Town Commissions:

- Arts Commission
- Art Selection Panel
- Community Services Commission
- Parks Commission
- Transportation and Parking Commission

The draft revised enabling resolution for your Commission is attached. If you would like a copy of the draft revised enabling resolution for any of the other affected Commissions, your staff liaison can provide one.

DISCUSSION:

The draft revised enabling resolutions reflect a number of changes, as explained in the following paragraphs:

Focus on Policy. As noted above, one of the key factors for this change was the desire of the Town Council to strengthen the focus of its advisory bodies on policy. The "Duties" or "Functions" section of each resolution has been revised to emphasize the position of each commission as an advisory body to the Town Council, and to specifically note each commission's area of expertise. Language referencing day-to-day service provision and related activities has been removed.

Workload Management. In the interest of managing the workload of staff members who support the commissions, the following changes were made to each resolution. These changes will also provide some standardization between the commissions.

- The number of commissioners has been reduced from nine to seven per commission (the Transportation and Parking Commission will remain at seven).
- Terms for members of the Parks Commission and the Transportation and Parking Commission have been reduced from four years to three, to match the existing terms of the Arts Commission and the Community Services Commission.
- The standard number of regular meetings has been reduced from twelve to four per year. The Parks Commission and the Transportation and Parking Commission will be phased in, holding six regular meetings per year through June 2010. Beginning July 2010, these two commissions will hold four regular meetings per year. A commission may call a special meeting at any time.
- Some minor changes were made to language to reflect current Town policies and procedures.

In addition, the number of Council-appointed bodies involved in the selection of public art has been reduced from two to one. More specifically, the Art Selection Panel has been eliminated and the Arts Commission will take on the role of reviewing public art. This change will help to manage workload, but will also provide a more efficient process overall.

Process. Staff anticipates presenting final versions to Council for its approval at its meeting on September 21; if approved, the revised resolutions would go into effect immediately. The Clerk Department has delayed recruitment for open commissioner positions until after Council takes action.

If you have any questions or comments about the proposed changes, please speak with your staff liaison. There are issues unique to each commission which will cause the impact on each commission to vary somewhat; your staff liaison will be able to explain these more fully. The staff liaisons are:

- Arts Commission, Art Selection Panel, Community Services Commission: Regina Falkner, Community Services Director, (408) 354-6820
- Parks Commission, Transportation and Parking Commission: Todd Capurso, Parks and Public Works Director, (408) 399-5770

GL:pg

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Attachment: Draft revised enabling resolutions

COMMUNITY SERVICES COMMISSION

RESOLUTION 2009-__

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS AMENDING THE COMMUNITY SERVICES COMMISSION ENABLING RESOLUTION AND RESCINDING RESOLUTIONS 2004-60, 1996-36, 1993-99, AND 1988-215

RESOLVED by the Town Council of the Town of Los Gatos, that the Town Council does hereby establish the terms and conditions for appointment to and conduct of the Community Services Commission. The Commission is advisory to the Town Council and operates in the manner hereinafter prescribed.

1. Membership-Organization

- a. The Community Services Commission consists of ~~seven (7)~~ ~~nine (9)~~ voting members. ~~Five (5)~~ ~~Seven (7)~~ are members over eighteen (18) years of age. Their terms of office are three (3) years and until their successors are appointed. Two (2) members of the Commission shall, at the time of their appointment, have completed the ninth (9th) grade, shall be students enrolled in an accredited school, and shall be no more than eighteen (18) years old. Their terms of office are one (1) year and until their successors are appointed.

The Commission's membership shall, to the extent possible, reflect the social and economic diversity of the Los Gatos community.

The members' terms of office are staggered and overlapped so that the terms of no more than one-third (~~1/3~~) of the members expire each year.

The Town Council shall fill any vacancies occurring during the term of the Commission. The Community Services Commission shall appoint and prescribe the term of office for its Chair and Vice-Chair.

- b. ~~Four (4)~~ ~~Five (5)~~ voting members of the Commission shall constitute a quorum for the purpose of transacting business. Any member shall have the right to present a minority view to the Town Council in reference to any report or recommendation the Commission makes.
- c. Commission members shall serve without compensation, provided that, with advance budgetary approval of the Town Council, the actual and necessary expenses (if any) incurred by the members in the conduct of Town business shall be reimbursable pursuant to the provisions of the current ~~Administrative Policy~~ ~~Town Resolution~~.
- d. The Commission shall establish a regular time and location for its meetings and shall otherwise call and conduct its meetings in compliance with the provisions of the Ralph M. Brown Act (Government Code Sections 54950 and following). ~~Regular meetings of the Commission shall be held four (4) times per calendar year. Special meetings may be scheduled at the discretion of the Commission.~~

- e. A record of all minutes and resolutions of the Commission shall be kept and shall be a public record. Minutes of the actions taken during its meetings shall be kept and filed with the Town Clerk.
- f. Residency and meeting attendance requirements will conform with current Town Resolutions.

2. Duties and Functions

- a. ~~The duties and functions of the Commission shall be to ensure that the goals and objectives contained in the Human Service Element of the General Plan are implemented. Specific activities include, but are not limited to, the following:~~
 - 1. ~~Assist the Town in coordinating its community services programs with other agencies and organizations, public and private.~~
 - 2. ~~Advise the Town on emerging community needs and the development of new programs.~~
 - 3. ~~Periodically review the Human Services Element and recommend changes needed to meet new conditions and to respond to the changing community environment.~~
- b. ~~The Commission shall identify the housing and the human service needs of persons of all ages in the Town and its sphere of influence, examine existing privately and publicly supported programs in those fields, evaluate such programs, develop plans for the creation of new programs, and make recommendations to the Town Council.~~

- a. The function of the Commission shall be to serve in an advisory capacity to the Town Council regarding Town policies within its scope of expertise; specifically, on the housing and human service needs of the community. With the prior approval of, and/or at the direction of, the Town Council or its delegate, the Commission shall receive public input, evaluate options, and make recommendations on policy issues including, but not limited to, the following:
 - 1. The goals and objectives contained in the Human Service Element of the Town's General Plan; and
 - 2. The coordination of community services programs between the Town and other agencies, both public and private; and
 - 3. Emerging community needs, including demographic and economic trends.
- b. The Commission shall make recommendations to Town Council concerning projects to be included in funding applications under the Housing and Community Development Act of 1974 and perform the duties necessitated by the Act upon the request of Town Council.
- c. In developing recommendations to the Town Council, the Commission should:
 - 1. Elicit the interest and support of various relevant community individuals and groups.
 - 2. Study and examine sources of public and private funding to meet housing and community service needs.

3. Evaluate the effectiveness of existing programs and make constructive suggestions for improvement.
 4. Examine ways to minimize and/or eliminate overlapping and duplicative services.
- d. The Commission may send representatives, when appropriate, to other bodies or commissions.
 - e. The Commission shall perform other duties as assigned by the Town Council.

BE IT FURTHER RESOLVED that Resolutions 2004-60, 1996-36, 1993-99, and 1988-215 are hereby rescinded.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Los Gatos, California, held on the ____th day of _____, 2009, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED: /s/ Mayor Mike Wasserman
MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST: /s/ Jackie D. Rose
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA